



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

BUILDING INSPECTOR I
BUILDING INSPECTOR II

Class No. 003660
Class No. 003661

■ CLASSIFICATION PURPOSE

To perform inspections of residential dwellings, commercial, and industrial buildings for conformance with building construction, zoning and grading codes, and approved building and land use permits; to perform related inspection and compliance services; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Positions in this class series are allocated to the Department of Planning and Land Use. Incumbents hold appropriate certifications to perform on-site inspections of structural materials and systems; plumbing, electrical, and mechanical systems; and construction methods. Incumbents also prepare detailed field notes, respond to violation complaints and meet with property owners, construction contractors and land developers regarding federal, state and local regulations

Building Inspector I:

This is the entry-level class in the Building Inspector series. Under immediate supervision, incumbent inspects one and two family residential dwellings, mobile homes, and accessory structures. As experience is gained, assignments include inspection and code compliance for multiple-unit housing, sub-division tracts, and light commercial buildings.

Building Inspector II:

This is the journey-level class in the Building Inspector series. Under general supervision, incumbents perform all aspects of building inspection and enforcement for new and existing residential and commercial buildings, issue violation citations, and assist in training and reviewing the work of Building Inspector I. The Building Inspector II is distinguished from the next higher-level, Supervising Building Inspector, in that the latter has full supervisory responsibilities and is assigned the most difficult and highly technical inspections and compliance actions.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

The following apply to both classes

1. Schedules daily inspection routes, and conducts inspections to insure compliance with local and state regulations governing a building's proper construction, use, occupancy, safety, and sanitation.
2. Inspects and examines construction standards of a building's structural elements and fixtures, including: plumbing, electrical wiring, framing and foundation, roofing systems, stud and joist spacing and spans in floors and ceilings; checks and reviews the layout of electrical wiring and fixtures.
3. Calculates loads on circuits and determines safety of wiring.
4. Documents findings, prepares reports and maintains records of inspections.
5. Issues non-compliance notices and performs follow-up code enforcement inspections.
6. Confers with and assists property and landowners, architects, and builders as to practices and techniques of design, construction and structural technology requirements.
7. Assures that the work complies with building, electrical, plumbing, and mechanical codes and energy regulations.

8. Checks plans and assist customers at the building permit counter or is assigned to code enforcement or special inspection projects.
9. Assists in developing emergency and disaster preparedness plans.
10. Recommends design and specification changes where necessary for compliance with ordinances and regulatory practices.
11. Provides courteous, high quality service to members of the public by personally responding to requests for service or making appropriate referral.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to both classes:

- Building construction technology, practices and techniques for new or existing building construction and alternatives involving conversion or restructuring.
- Methods and techniques for analyzing and interpreting construction design plans, specifications, and working plans related to inspection procedures and practices.
- Regulatory practices, rules and ordinances governing a building's proper construction, use, occupancy, safety, and sanitation.
- Construction materials and systems and their proper installation.
- Site analysis, including soil conditions, grading, drainage and erosion control.
- Basic mathematics.
- Uniform building, mechanical, and plumbing.
- Zoning, grading and land use regulations.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.

Skills and Abilities to:

The following apply to both classes:

- Research and apply complex building, electrical, plumbing and mechanical codes, and the grading and zoning ordinances.
- Interpret building plans, design details, plans, and specifications.
- Solve problems and advise property owners, architects, builders, engineers, and contractors on compliance with codes and regulatory practices.
- Maintain accurate records, checklists and logs, prepare correspondence and issue notices.
- Research historic ownership, parcel maps, permits, variances, and related land use and zoning records.
- Operate office automation equipment and personal computer.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in challenging situations, which require a high degree of sensitivity, tact and diplomacy.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Building Inspector I:

1. One (1) year of building inspection experience with a public agency responsible for enforcing municipal, county and state building and construction codes, OR
2. One (1) year of experience as a construction and trades supervisor or building contractor for single-family dwellings, multi-unit housing and commercial structure, OR
3. Completion of a building trades apprenticeship program and two (2) years of journey-level construction experience, OR
4. Three (3) years of customer service experience issuing building permits, explaining and researching fees, plans, maps, building codes, land-use and zoning regulations, OR

5. An associate's degree from an accredited community college in building construction technology.

Building Inspector II:

1. One (1) year of experience as a Building Inspector I with the County of San Diego, OR
2. Two (2) years of post-certification experience as a building inspector for a public agency responsible for enforcing municipal, county and state building and construction codes and land-use, zoning and grading regulations.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: walking, standing, sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, and reaching above and below shoulder level. Walking, climbing, stooping and visual abilities are essential to perform physical inspections of single and multiple-story buildings in all phases of construction, repair or remodeling. Incumbents use physical strength and agility on a continual basis, including lifting objects frequently weighing up to 50 pounds, and occasionally weighing up to 70 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment. Employees in this class may be required to use their own vehicle.

Certification/Registration

Pursuant to California Health and Safety Code, construction inspectors, plans examiners and building officials (also professional engineers, licensed land surveyors and licensed architects) employed by the County of San Diego to perform the above duties, must meet certification requirements and continuing education requirements.

Building Inspector I:

- (1) A valid Combination Dwelling Inspector Certificate, OR
- (2) A valid Building Inspector certificate and any two of the following: Electrical Inspector, Plumbing Inspector, or Mechanical Inspector.

Building Inspector II:

A valid Combination Dwelling Inspector Certificate, AND

- (1) Light Commercial Combination Inspector Certificate, OR
- (2) A valid Building Inspector certificate and any two of the following: Electrical Inspector, Plumbing Inspector, or Mechanical Inspector.

Note: Certificates must be issued by one of the following organizations: the International Conference of Building Officials (ICBO), the International Code Council/Council of American Building Officials (ICC/CABO), the Building Officials and Code Administrators (BOCA), or the Southern Building Code Congress International (SBCCI).

Working Conditions

Conducts inspections in all types of weather conditions; office environment, exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: April 26, 1966 – Building Inspector I
New: February 27, 1985 – Building Inspector II
Revised: Spring 2003
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Building Inspector I (Class No.003660)

Union Code: CM

Variable Entry: Y

Building Inspector II (Class No.003661)

Union Code: CM

Variable Entry: Y